



YOUTH SERVICES
DEPARTMENT OF CORRECTIONS

STEVE GIBSON, DIVISION ADMINISTRATOR

STATE OF MONTANA

1539 11th Avenue
PO Box 201301
Helena, MT 59620-1301
TELEPHONE: (406) 444-0851
FAX: (406) 444-0522

Insert Date

RE: Notice of Intent to Destroy Youth Records

The Honorable
Judicial District
Address

Dear Judge ,

The following youth file(s) has/have been closed for the past 10 or 13 years. Per 41-5-216, MCA, we are requesting your permission to destroy this/these file(s).

List Files

Please indicate your authorization for the above files to be destroyed by signing and returning the attached authorization to:

Records Retention Officer
Youth Services Division
PO Box 201301
Helena, MT 59620-1301

Sincerely,

Insert Name
Records Retention Officer
Youth Services Division

Copy: County Attorney

RELEASE TO DESTROY YOUTH FILES

I, Honorable _____, give my consent to destroy the file(s) listed below after having been sealed per 41-5-216, MCA.

List Files

Honorable

Date